

# Corvallis Police Department



## Police Auxiliary Program

## Manual

December 2016

## TABLE OF CONTENTS

I.	Program Purpose and Benefits to the Corvallis Community.....	3
II.	Duties .....	3
III.	Program Director and Auxiliary Lead Volunteer.....	4
IV.	Program Recruitment.....	4
V.	New Member Selection Criteria.....	4
VI.	Application, Background Investigation, and Appointment Process .....	5
VII.	New Member Orientation.....	5
VIII.	Auxiliary Training Program.....	6
IX.	Rules of Conduct and Conditions of Membership.....	6
X.	Patrol Ride-a-longs.....	8
XI.	Use of Department Equipment and Vehicles .....	9
XII.	Uniforms.....	9
XIII.	Weapons.....	10
XIV.	Driving and Criminal History Checks.....	10
XV.	Appendixes.....	I, II, III

## **I. Program Purpose and Benefits to the Corvallis Community**

The primary purpose of the Corvallis Police Volunteer Auxiliary Program is to provide crime prevention programs to the citizens of Corvallis. And second, to fulfill its commitment to implement City of Corvallis policy encouraging citizen involvement, the Corvallis Police Department provides volunteer opportunities for citizens interested in working with police.

The Auxiliary was founded as a means for the Corvallis Police Department to continue providing crime prevention education and programs to the Corvallis community in the absence of public funding. That need arose when public funding was terminated June 30, 2002.

Launched in August 2002 and staffed by non-paid citizen volunteers, the Auxiliary Program not only delivers crime prevention, it also strengthens the Department's community policing effort and provides additional human resources to the Department for non-enforcement policing activities.

Volunteers and Corvallis Police Department personnel derive mutual benefits from working together. Volunteers have an opportunity to gain a better understanding of police operations, to make positive contacts with other citizens and Corvallis Police employees, and to contribute to the community while fulfilling their desire to volunteer. In turn, the Department is enriched as volunteers provide fresh ideas and perspective, complete important projects, and augment staff resources.

The Auxiliary broadens capabilities of the Police Department in handling functions that include crime prevention education, delivering crime prevention programs, Cops & Robbers Citizen Police Academy, National Night Out, liaising with other community organizations, community policing functions, community events, unusual events, natural disasters, and other emergencies.

## **II. Duties**

Auxiliary members do not have legal authority to perform duties of a sworn police officer.

Auxiliary members are strictly forbidden to represent themselves as sworn law enforcement officers. If so addressed, an Auxiliary member will correct immediately any misidentification by clearly stating s/he is a volunteer, not a police officer.

Specific Auxiliary Program assignments and duties are determined by the Chief of Police or the Professional Standards and Support Services Division manager (Appendix I).

Possible program assignments and duties include:

- Business Watch,
- Neighborhood Watch,
- National Night Out,
- Cops & Robbers Citizen Police Academy,
- staffing CPD displays at civic functions,
- radar trailer placement,
- abandoned bicycle recovery,
- Speakers Bureau - limited crime prevention subjects,
- Disabled Parking Enforcement,

- data entry – pawn slips or other data requested by CPD,
- maintain CPD crime prevention brochures,
- monitor crime prevention phone line, and
- recommend updates for CPD web pages related to Auxiliary functions.

### **III. Program Director**

The Chief of Police appoints the Auxiliary Program Director from the Department's management ranks to coordinate all aspects of the Auxiliary Program. This includes recruitment, selection, determination of program duties, responsibilities and assignments, member placement, member performance evaluation, communication and coordination with other department managers, program evaluation, and corrective action or membership termination.

#### **Auxiliary Lead Volunteer**

The Program Director appoints an Auxiliary Lead Volunteer from members of the Auxiliary. The Lead Volunteer coordinates Auxiliary functions and programs at the direction of the Program Director.

### **IV. Program Recruitment**

The Corvallis Police Department recruits new members to the Auxiliary from all facets of the Corvallis community. Potential sources of new volunteers includes, but are not limited to: Oregon State University, the Retired Citizen's Volunteer Program, LBCC, local service organizations, the Corvallis business community, the Corvallis Senior Citizen's Center, and graduates of the Corvallis Police Cops & Robbers Citizen Academy.

Former Corvallis Police Department Cadets and retired Department employees are welcome to join the Auxiliary.

### **V. New Member Selection Criteria**

The Corvallis Police Department is committed to equality and opportunity for all citizens of the community. Objectives of the City can best be met by engaging all available human resources without discrimination based on a person's characteristics unrelated to job performance. In accordance with this commitment, the Police Department has policies and procedures that protect civil rights of potential volunteers.

Auxiliary members are selected without regard to race, color, national origin, religion, religious observance, sex, gender identity or expression, age, physical disability, sexual orientation, medical condition, pregnancy, source or level of income, financial status, political affiliation, marital status or military or veteran status.

In order to develop and maintain the professional image and integrity of services of Corvallis Police Department law enforcement representatives, the Corvallis Police Department maintains required qualifications for the position of Auxiliary Volunteer. To qualify for membership in the Auxiliary, applicants must:

- be a citizen of the United States,
- be at least 18 years of age,
- be a high school graduate or equivalent,
- pass a thorough criminal background check as defined in section VI,

- have high moral and ethical standards,
- comply with all applicable Corvallis Police Department General Orders (policies and procedures),
- be able to greet and converse with the general public in a manner consistent with professional image and integrity standards set by CPD,
- have a strong desire and commitment to serve the Corvallis community and its citizens,
- never have been convicted of a felony crime or other offenses as determined by the Corvallis Police Department,
- possess a current and valid Oregon driver license at time of appointment, and
- complete the Cops & Robbers Citizen Police Academy before submitting an application.

## **VI. Application, Background Investigation, and Appointment Process**

The application process for the Corvallis Police Department Auxiliary Program follows these steps:

1. Graduate the Cops & Robbers Program.
2. Complete a Volunteer Auxiliary Program application. (Appendix II)
3. Application review by Auxiliary Program Director.
4. Interview with Auxiliary Program Director.
5. Extend conditional offer of to join Auxiliary.
6. Conduct comprehensive background investigation, coordinated by Program Director. At minimum, background investigations include criminal history clearance, Oregon Department of Motor Vehicles clearance, LEDS/NCIC clearance, financial history clearance, local criminal history clearance, personal references, and employment history.
7. Conduct Criminal Justice Information System (CJIS) security background check, including fingerprints and online training.
8. Extend permanent appointment offer,
9. Meet with Lead Volunteer for orientation

## **VII. New Member Orientation**

The Lead Volunteer orients new Auxiliary members by meeting with them in person to explain items on the New Member Orientation Form (Appendix III). New members must initial designated items of special significance (such as not carrying weapons while on duty) to acknowledge they have read and understand those items. New members and the Lead Volunteer sign the completed form. A copy is given to the volunteers and the originals are placed in their personnel files.

During orientation, new members will:

- sign her/his authorization form for a Corvallis Police Department ID
- be issued an Auxiliary office key
- be issued uniform items
- be issued a copy of the *Corvallis Police Auxiliary Program Manual*
- be issued a Parking Permit
- complete all other steps on the New Member Orientation Form
- be given a copy of the completed form signed by the Lead Volunteer.

## **VIII. Auxiliary Training Program**

Auxiliary members have a variety of programs and activities to select from (Appendix I) and may choose options closest to their individual interests. A training program is provided by Corvallis Police Department staff and/or Auxiliary members in areas of interest. Training is commensurate with assignments and may vary in length and intensity. Training topics may include, but are not limited to:

- Corvallis Police Department General Orders (policies and procedures)
- Criminal Justice System
- Patrol and Investigations Operations
- Crime Prevention Programs

## **IX. Rules of Conduct and Conditions of Membership**

The Corvallis Police Department Auxiliary Program is committed to maintaining a positive image of its members. For this reason, established rules of conduct will be followed by Auxiliary members at all times.

Auxiliary members are held to the same rules of behavior and performance required of any paid employee of the Corvallis Police Department while on and off duty. Rules of behavior are listed in Corvallis Police Department General Orders 1.9. The following is a partial list of General Orders and Department rules that apply.

### Unbecoming Conduct

Auxiliary members will conduct themselves at all times, both on and off duty, in a manner that reflects favorably upon the Corvallis Police Department and the Auxiliary. Unbecoming conduct includes conduct that brings the Police Department into disrepute or reflects discredit upon the Auxiliary volunteer as a member of the Police Department or the Auxiliary Program, or that impairs the operation or efficiency of the Police Department, Auxiliary Program, and/or other Auxiliary members.

### Personal Appearance

Auxiliary members on duty will be groomed and attired in a manner appropriate for the Auxiliary member's assignment.

### Police Department ID

Auxiliary members will prominently display their Police Department identification cards at all times when in the police station and when on duty.

### Reporting for Duty

Auxiliary members will report for duty at the time and place required by assignment and will be physically and mentally fit to perform their duties.

### Working in Pairs

For member safety, Auxiliary members will work in pairs when assignments are located outdoors in public venues. Neighborhood Watch meetings are exempt.

### Confidential Information

Confidential information that Auxiliary members might gain knowledge of through the course of their work will not be revealed to or discussed with anyone not in the need to know. Auxiliary members must receive

clearance from the Program Director before answering questions from other law enforcement agencies about any confidential information or police case.

Auxiliary members will not reveal any information in their possession, however obtained, which may enable anyone to escape detention, arrest, or prosecution, enable anyone to destroy evidence, or to destroy or secrete stolen property.

In the event a member of the press contacts a member of the Auxiliary, the Auxiliary member will not discuss any police case or investigation. The member of the press will be referred to the Watch Commander. In the event a member of the press inquires about matters relating to the Auxiliary, the member of the press will be referred to the Watch Commander or the Auxiliary Lead Volunteer.

Auxiliary members will not perform any act or make any statements, oral or written, for publication or other use, that would bring the Corvallis Police Department, the Auxiliary Program, or the City of Corvallis into disrespect or ridicule.

#### Unsatisfactory Performance

Auxiliary members will maintain sufficient competency to perform their duties properly and to assume the responsibilities of their position. Auxiliary members will perform duties in a manner that maintains the highest standards of efficiency in carrying out assigned duties, functions, and objectives of the Corvallis Police Department.

Unsatisfactory performance can be demonstrated by, but is not limited to:

- lack of knowledge or improper application of laws,
- or unwillingness or inability to perform assigned tasks,
- or unwillingness to conform to work standards established for the Auxiliary member's assignment,
- or failure to take appropriate action on the occasion of crime, disorder, or other situation deserving emergency action.

#### Gifts, Gratuities, or Loans

Auxiliary members will not, under any circumstances, for personal gain or use, solicit or accept any gift, gratuity, loan, or other thing of value when there is a direct connection between the solicitation or acceptance of the gift, gratuity, loan, or other thing of value and the Auxiliary member's position with the Corvallis Police Department.

#### Abuse of Position

Auxiliary members will not use their office position or identification for personal or financial gain, obtaining privileges not otherwise available to them except while on duty, or to avoid consequences of illegal acts.

#### Volunteer Time Commitment

The Auxiliary Program does not have a minimum time requirement for volunteers. Members may volunteer the number of hours that best suits their assignments and personal schedules. With unrestricted access to the Auxiliary office via their ID and key, volunteers may perform office related assignments at any hour on any day.

#### Leave of Absence

If an Auxiliary member finds her/himself unable to volunteer in an active capacity s/he may apply for a leave of absence for up to one year.

Upon being granted leave, a member will surrender her/his Departmental ID and uniform and equipment items issued by the Department.

A member granted leave may apply for reinstatement at any time during the leave period.

If a member on leave does not apply for reinstatement by the anniversary date of the grant he/she will be considered de facto resigned.

#### Radio Use

Auxiliary members may be issued a radio identification number, depending on assignment. Auxiliary members operating a police radio will strictly observe regulations for such operations as set forth in the Corvallis Police Department General Orders and by the Federal Communications Commission.

#### Stand-by/Recall

In the event of an emergency situation or potential emergency situation, Auxiliary members may be placed on a stand-by status. Auxiliary members placed on stand-by status will keep the person placing them on such status informed of the location and telephone number at which they can be immediately reached. Auxiliary members recalled to duty must respond and be prepared to assume their assigned task at the time specified.

#### Associations

Auxiliary members will avoid associations or dealings with persons whom they know, or should know, are persons under investigation or indictment, or who have a reputation with the Corvallis Police Department or in the community for present involvement in felonious behavior. This rule does not apply necessarily to the performance of official duties, or when the contact is unavoidable because of family relationships.

#### Police Reports

Auxiliary members will complete police reports only when directed to do so by a supervisor. Police reports by Auxiliary members will be truthful and complete.

#### Disciplinary Action and Termination

Police Auxiliary members are subject to disciplinary action in the event of wrongful conduct. Disciplinary action may include verbal or written reprimand, suspension, or termination from the Auxiliary Program. Auxiliary members can be dismissed with or without cause by the Program Director.

## **X. Patrol Ride-a-longs**

Ride-a-longs allow for Auxiliary members to directly observe aspects of the law enforcement profession they would not otherwise be able to learn about.

Auxiliary members may go on ride-a-longs upon agreement with a willing host officer and authorization by the current duty sergeant.

While on patrol ride-a-longs, Auxiliary members may be presented with situations that place the Auxiliary member's safety and well-being in danger. For these reasons, three rules apply. They are:

1. Auxiliary members will at all times follow the host officer's direction.
2. Auxiliary members will not leave a police vehicle when the police officer is engaged in enforcement activities or investigating complaints where the likelihood exists of encountering individuals who may be charged with an offense.
3. Auxiliary members will not provide assistance at any scene except under the specific direction and supervision of a police officer or supervisor.



## **XI. Use of Department Equipment and Vehicles**

In accord with City of Corvallis policy, only persons who possess a valid Oregon driver license may operate vehicles owned by the City of Corvallis.

Vehicles will be operated in a safe and prudent manner, obeying all pertinent laws and Department orders.

All equipment owned by the Police Department, City of Corvallis, or the Auxiliary is to be checked out at the time it is needed and must be checked in upon the completion of duty or assignment. Under no circumstances is any equipment, except uniforms, owned by the City of Corvallis, the Police Department, or the Auxiliary to be taken home, or to any other location, when the equipment is no longer needed for an approved Auxiliary function, unless previous permission has been granted by the Program Director.

Auxiliary members shall use equipment owned by the City of Corvallis, Police Department and Auxiliary only for its intended use, in accordance with Police Department procedures and only in the official capacity as an Auxiliary member.

Auxiliary members will not abuse, damage or lose any equipment owned by the City, Police Department, or Auxiliary, and will report any damaged, stolen, or lost property to the Auxiliary Lead Volunteer immediately, or as soon as possible, after the damage, theft, or loss.

## **XII. Uniforms**

The Auxiliary Program is committed to having its members look professional. For this reason, guidelines exist for the uniform to be worn by Auxiliary members on assignments that require a uniform. There will be a clear distinction between the uniform worn by Auxiliary members and police officers.

The Corvallis Police Department provides each Auxiliary member two shirts, one one-quarter zip sweatshirt, and one winter jacket. These items are Department property and will be returned to the Department at separation.

The Corvallis Police Department provides vests to Auxiliary volunteers certified to issue disabled parking citations. Vests are Department property and will be returned at separation.

The Corvallis Police Department gives each Auxiliary member a ball cap to keep.

All Department issued clothing is embroidered so as to identify the wearer as a Corvallis Police Auxiliary Volunteer.

Auxiliary members will wear, in presentable condition, their own pants, such as slacks, Dockers or jeans. Auxiliary members will not wear shorts on duty.

Auxiliary members may be issued a duty belt containing a radio holder and flashlight ring to be worn while in uniform on specific assignments.

Auxiliary members have the option of purchasing their own equipment, approved by the Corvallis Police Department, to use while on duty.

Auxiliary members will wear uniform items only to, on, and from duty assignments. Auxiliary members will either cover or not wear uniform items while engaged in personal activities.

### **XIII. Weapons**

Auxiliary members are strictly forbidden to carry a firearm, or any other type of weapon, while performing Auxiliary duties. Possession of a Concealed Handgun License does not grant exception. Small pocket knives and multi-tools are acceptable.

### **XIV. Driving and Criminal History Checks**

Annually, the Program Director will check individual driving and criminal history records of each volunteer to maintain Auxiliary Program integrity.